

STATE OF ALASKA  
DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT  
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING

**REAL ESTATE COMMISSION  
MEETING MINUTES**

**October 28, 2021**

By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a Teleconference of the Real Estate Commission was held October 28, 2021, at the State of Alaska Atwood Building, 550 W. 7<sup>th</sup> Avenue, Suite 1550, via Zoom, Anchorage, Alaska.

**Thursday, October 28, 2021**

**Agenda Item 1 - Call to Order**

Chairperson Cheryl Markwood called the meeting to order at 10:05 a.m., at which time a quorum was established.

Roll Call – 1(a)

Members Present via Zoom

Cheryl Markwood, Broker, Broker at Large, Chairperson  
Traci Heaton, Associate Broker, 1<sup>st</sup> Judicial District  
Chad Stigen, Associate Broker, Broker at Large  
Jaime Matthews, Public Member, Vice Chairperson

Staff Present:

Sharon Walsh, Deputy Director, CBPL  
Nancy Harris, Project Assistant

Staff Present via ZOOM:

Jun Maiquis, Regulation Specialist, CBPL, Juneau

Guests Present via Zoom:

Jorge Acosta, Salesperson, RE/MAX Dynamic Properties, Anchorage

Members Absent:

Elizabeth Schok, Associate Broker, 4<sup>th</sup> Judicial District  
Jesse Sumner, Public Member  
Devon Thomas, Broker, 3<sup>rd</sup> Judicial District

Approval of Agenda – 1(b)

Commission Members reviewed the meeting agenda.

**On a motion duly made by Ms. Matthews, seconded by Mr. Stigen, it was**

**RESOLVED to approve the meeting agenda for October 28, 2021.**

**All in favor; Motion passed**

Statements of Conflicts of Interest – 1(c)

There were no conflicts of interests.

**Agenda Item 2 – Public Comment**

Ms. Markwood stated that the Commission will review the public comments for the proposed changes to the Property Residential Real Property Transfer Disclosure Statement from that was out for public comment and has closed to any further public comments. Therefore, as not to jeopardize the regulation project, the Commission cannot take any public comments today with regards to any changes to the Property Residential Real Property Transfer Disclosure Statement form but can accept public comments on any other real estate business.

There were no public comments.

**Agenda Item 3 - Approval of Meeting Minutes**  
**September 15, 2021 Meeting Minutes – 3(a)**

**On a motion duly made by Ms. Heaton, seconded by Ms. Matthews, it was**

**RESOLVED to approve the September 15, 2021 meeting.**

**All in favor; Motion passed.**

**Agenda Item 4– Old Business**

**AREC Property Transfer Disclosure Form Regulations Project – Status Update – 4(a)**

Mr. Maiquis, Regulation Specialist with the Division of Corporations, Business and Professional Licensing, spoke to the Commission members regarding the proposed regulation project. He said this regulation project has been public noticed for a month and is now closed. All the public comments have been received. If the Commission members have reviewed the public comments, the regulation project is open for discussion and their changes.

Ms. Markwood asked Mr. Maiquis there were a lot of comments about the format of the form and the form has since been reformatted by the Publication Team; therefore, that has made the draft substantially different. The reformatted draft has not been seen through public comment, would this then need to go out again for public comment?

Mr. Maiquis suggested it would be good ideal for the Commission to make their make their changes to the reformatted form and send it out for public comment again because the form that went out for public comment was totally different.

Ms. Markwood gave a shout out to the Publication Team for all their hard work in the reformatting of the Property Residential Real Property Transfer Disclosure Statement form. She said this was a big deal and a lot of work, thank you.

The Commission members reviewed the public comments with the re-formatted SOA Property Residential Real Property Transfer Disclosure Statement form, 08-4229.

The Commission members asked to add the following items to the SOA Property Residential Real Property Transfer Disclosure Statement form, 08-4229.

1. Under Utilities, add Security Alarms, leased/owned.
2. Under Property Features, add:
  - Washer(s) # of \_\_\_\_\_
  - Dryer(s) # of \_\_\_\_\_
  - Generator

- Generator Hook-Up
- Window Rods # of \_\_\_\_\_
- Window Blinds # of \_\_\_\_\_
- Stove - pellet # of \_\_\_\_\_

3. Under Structural Components – remove the word “Hot” from “Hot Water Heater”
4. Under Heating Systems – add Pellet Stove.
5. Change page numbers to 1-10, that includes the Explanation Addendum or Amendment to the Disclosure Statement. The two pages, Exemption for First Sale and Waiver by Agreement are stand alone with each, page 1 of 1, but are still considered part of the one form.

**On a motion duly made by Ms. Heaton, seconded by Mr. Stigen, it was**

**RESOLVED to approve the revised form and changes to the SOA Residential Real Property Transfer Disclosure Statement form and to send out for public comment.**

Roll call vote: Ms. Heaton-yes, Mr. Stigen – yes, Ms. Matthews – yes, and Ms. Markwood.

**All in favor; Motion passed.**

**On a motion duly made by Mr. Stigen, seconded by Ms. Matthews, it was**

**RESOLVED to put out for public comment for 30 days and accept written public comments only for this regulation project.**

**All in favor; Motion passed.**

#### **Agenda Item 5– New Business**

##### **Military Licensing Legislation –5(a)**

Ms. Walsh, Deputy Director of the Division of Corporation, Business and Professional Licensing, presented the Military Licensing Legislation, SB21, to the Commission. She said that SB21, just passed the through the last legislation session and was signed by the Governor on May 21, 2021. SB21 requires the Division to issue a military courtesy license to a spouse or active duty member within 30 days for 180 days with a possible one 180-day extension. Boards and the Commission will be required to address this issue by creating regulations that would allow licensure and the Division will be required to provide a report to the legislature every year by March 1. She said there is an effective date of January 1, 2022 and knows this going to be a high hurdle but the Commission could get the process started with a regulation project.

Ms. Markwood said that they need to move forward with this and asked who would like to take this task on and work with Nancy to bring forward something to Commission at the December meeting?

Commission member Traci Heaton said she is willing to take the lead on the regulation for the military courtesy license and bring something back to the Commission at the December meeting. Commission member Chad Stigen said he was willing to help Ms. Heaton with this project as much as he can.

Ms. Walsh stated that Ms. Harris has accepted the position of the Executive Administrator for the Real Estate Commission. She also let the Commission know that with this position the Division is moving the Real Estate Appraiser Board to Anchorage and it will be administered by Ms. Harris as the Executive Administrator for the Real Estate Commission.

Ms. Markwood said there was also an announcement that there is a new real estate investigator, Anna Gabriel.

**Agenda Item 5 – Commission Member Comments & Questions**

Ms. Heaton congratulated Nancy Harris on her new position. She said there were some great comments on the proposed property transfer disclosure form and she is looking forward to seeing the revised draft and another round of public comments. She said she thinks this is such a big project it warrants having one more round of public comment, although it is delaying our final product. She said it is a nice to have a little bit more time to fine tune it before we have a finished product. Lastly, she is looking forward to working on the military courtesy license regulations and put something together for the next meeting

Mr. Stigen said it was a good meeting and likes being more involved.

Ms. Matthews said she appreciated all the time and comments that came in. She said as a public member she has a different perspective but appreciates all the hard work. She congratulated Nancy Harris on her new position. Ms. Matthews appreciated the communication and clarity of having the packet posted; It makes their job easier. She thanked Cheryl for her leadership and running a smooth efficient meeting and she looks forward to the December meeting.

Ms. Markwood said that she is excited about the property transfer disclosure form is going through one more draft once it is formatted. She believes that the licensees and the industry are going to be a bit overwhelmed with this new version, so she wouldn't be surprised if we get more feedback on this newest version. Keep in mind that the last version that was done was in 2008. Ms. Markwood said that she is thrilled that everyone is part of the Commission and it's an honor to serve the state. She is thrilled that Nancy Harris is taking on the Executive Administrator's position and looks forward to seeing all the Commission members at the December meeting.

**Agenda Item 11 – Adjournment**

**On a motion duly made by Mr. Sumner, seconded by Ms. Matthews, it was**

**RESOLVED to adjourn.**

**All in favor; Motion passed.**

Meeting adjourned at 11:17 a.m.

The next meeting will be held December 15, 2021 in Anchorage.

217  
218  
219  
220  
221  
222  
223  
224  
225

Real Estate Commission Staff

Approved:

A handwritten signature in cursive script that reads "Cheryl Markwood". The signature is written in black ink and is positioned above a horizontal line.

---

Cheryl Markwood  
REC Chairperson  
Alaska Real Estate Commission